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Interim Chief Executive Officer

County of Los Angeles
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"To Enrich Lives Through Effective And Caring Service"

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February 10, 2015

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**STRATEGIC MASTER SPACE PLAN
FOR THE DEPARTMENT OF PUBLIC SOCIAL SERVICES
AWARD CONSULTANT SERVICES AGREEMENT
ALL DISTRICTS
(3 VOTES)**

SUBJECT

Approval of the recommended actions will award and authorize a consultant services agreement to prepare a Strategic Master Space Plan for the Department of Public Social Services to identify current operational, service and geographical needs and lease obligations in order to develop a plan that addresses long-term and future space needs and incorporates efficiencies and improvements in service delivery.

IT IS RECOMMENDED THAT THE BOARD:

1. Award and authorize the Director of Public Works and the Director of Public Social Services, or their designees, to jointly execute a consultant services agreement with M. Arthur Gensler Jr. & Associates, Inc. to prepare a Strategic Master Space Plan for the Department of Public Social Services for a maximum not-to-exceed amount of \$1,067,928, which will be funded through the Department of Public Social Services' Operating Budget.

2. Authorize the Interim Chief Executive Officer, or her designee, to take any other actions consistent with and/or necessary for the implementation of the foregoing approvals.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of this consultant services agreement will allow the Department of Public Social Services (DPSS) to prepare a Strategic Master Space Plan for DPSS to guide DPSS' strategic decisions on future space needs that will align with the Business Process Reengineering efforts, as well as the vision and mission to provide effective services to the residents of Los Angeles County (County).

DPSS has 66 facilities that serve the entire County and are spread over the County's five Supervisorial Districts with a total of approximately three million square feet. Fifty of the 66 facilities are open to the public and allow DPSS to serve the County's over 10 million residents, of which over 3.2 million have an active case with DPSS. The remaining 16 offices consist of operations that provide administrative support to the public offices or provide direct services to the public in a virtual environment, such as the DPSS' three Customer Service Call Centers. The goal of the Strategic Master Space Plan for DPSS is to evaluate DPSS' current space portfolio and identify opportunities to reduce the need for traditional office space and maximize the use of technology while continuing to provide services to County residents.

The Department of Public Works (DPW) will partner with DPSS, and provide project management services while DPSS will fund the contract.

Implementation of Strategic Plan Goals

The Countywide Strategic Plan directs the provision of Operational Effectiveness/Fiscal Sustainability (Goal 1), by maximizing the effectiveness of process, structure, and operations to support timely delivery of customer-oriented and efficient public services. It also directs that we ensure Community Support and Responsiveness (Goal 2), by strengthening and enhancing the County's capacity to sustain essential County services in a proactive and responsive manner. Lastly, it directs us to provide Integrated Services Delivery (Goal 3), by maximizing opportunities to measurably improve client and community outcomes and leverage resources through the continuous integration of health, community, and public safety services.

FISCAL IMPACT/FINANCING

The term of the consultant services agreement is for a period of one year with a total contract cost of a maximum not-to-exceed amount of \$1,067,928. The estimated cost for Fiscal Year (FY) 2014-15 is \$588,000. There is no additional net county cost (NCC) above the Maintenance of Effort (MOE) for CalWORKs and CalFresh programs. The shared cost for General Relief results in an estimated NCC of \$53,000. There is sufficient funding in the DPSS FY 2014 15 Adopted Budget.

The estimated cost for FY 2015-16 is \$479,928. There is no additional NCC above the MOE for CalWORKs and CalFresh programs. The shared cost for General Relief, results in an estimated NCC of \$43,000. The funding will be included in the DPSS FY 2015-16 Initial Budget Request.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

A standard consultant services agreement, in the form previously approved by County Counsel, will be used. The consultant services agreement and the consultant will be in compliance with the Chief Executive Office's, County Counsel's, and the Board's requirements.

The consultant services agreement will contain terms and conditions supporting the Board's ordinances, policies, and programs, including but not limited to: County's Greater Avenues for

Independence (GAIN) and General Relief Opportunities for Work (GROW) Programs, Board Policy No. 5.050; Contract Language to Assist in Placement of Displaced County Workers, Board Policy No. 5.110; Reporting of Improper Solicitations, Board Policy No. 5.060; Notice to Contract Employees of Newborn Abandonment Law (Safely Surrendered Baby Law), Board Policy No. 5.135; Contractor Employee Jury Service Program, Los Angeles County Code, Chapter 2.203; Notice to Employees Regarding the Federal Earned Income Credit (Federal Income Tax Law, Internal Revenue Service Notice 1015); Contractor Responsibility and Debarment, Los Angeles County Code, Chapter 2.202; and the Los Angeles County's Child Support Compliance Program, Los Angeles County Code, Chapter 2.200; Defaulted Property Tax Reduction Program, Los Angeles County Code, Chapter 2.206; and the standard Board-directed clauses that provide for contract termination or renegotiation.

The consultant was selected upon final analysis and consideration without regard to race, creed, gender, or color.

ENVIRONMENTAL DOCUMENTATION

The proposed action is not a project pursuant to the California Environmental Quality Act (CEQA) because it is an activity that is excluded from the definition of a project by Section 15378(b) of the CEQA Guidelines. The proposed action, to prepare a Strategic Master Space Plan for DPSS, is an administrative activity of government, which will not result in direct or indirect changes to the environment. We will return to the Board as necessary for consideration of appropriate environmental documentation pursuant to CEQA before the approval of any activities that constitute a project under CEQA.

CONTRACTING PROCESS

On August 19, 2014, DPW issued a Request for Proposals (RFP) for the development of a Strategic Master Space Plan for DPSS. The RFP was posted on both the County's "Doing Business with Us" and DPW's "Contract Opportunities" websites.

On September 9, 2014, three firms submitted proposals. An evaluation committee comprised of staff from DPSS and DPW evaluated the proposals as outlined in the RFP. M. Arthur Gensler Jr. & Associates, Inc. was the selected firm that represents the best qualified firm to provide the required services based upon technical expertise, proposed work plan, experience, personnel, qualifications, and understanding of the work requirements. This evaluation was completed without regard to race, creed, color, or gender.

The Community Business Enterprises participation data and three-year contracting history for the selected firm is on file with DPW.

DPW has evaluated and determined that the Los Angeles County Code Chapter 2.201 (Living Wage Program) does not apply to the recommended contract.

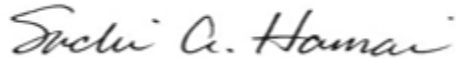
IMPACT ON CURRENT SERVICES (OR PROJECTS)

There will be no negative impact on current County services or projects during the performance of the recommended consultant services agreement.

CONCLUSION

Please return one adopted copy of this Board letter to the Chief Executive Office Facilities and Asset Management Division; Department of Public Works. Project Management Division I and Architectural Engineering Division; and the Department of Public Social Services, Administration.

Respectfully submitted,

A handwritten signature in cursive script that reads "Sachi A. Hamai".

SACHI A. HAMAI

Interim Chief Executive Officer

SAH:RLR:BMB

FC:CF:rp

c: Executive Office, Board of Supervisors
County Counsel
Public Social Services
Public Works